



Department of Housing and Community Development

April 13, 2007

NOTIFICATION OF VACANCY

COMMUNITY DEVELOPMENT PROGRAM MANAGER POSITION #00024
(Program Administration Manager II)

LOCATION:

DHCD
501 N. 2ND STREET
RICHMOND, VA 23219

HIRING RANGE:

\$50,000 - \$58,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a Program Manager to oversee and manage the program activities of the Virginia Main Street Program and the Virginia Enterprise Initiative, a micro-enterprise development program. The selected candidate will manage, plan, coordinate and evaluate the Department's downtown revitalization and micro enterprise programs, including the budgets, funding and contracts associated with these programs. This position will supervise a staff of three in work that includes: providing customer-focused technical assistance and training to Virginia Enterprise Initiative grantees and any localities or organizations and Main Street localities, as requested, to affiliates and all other downtowns and neighborhood commercial districts in the state.

QUALIFICATIONS GUIDE:

Thorough and technical understanding of comprehensive community economic development topics and strategies. Comprehensive knowledge of the training and technical assistance techniques of the Main Street Approach™ and a comprehensive knowledge of micro enterprise development training and technical assistance techniques. In-depth knowledge of program management including developing program designs, budgeting, application processes as well as grant management procedures. Ability to develop creative work plans to meet the needs of a wide variety of clients. Ability to coordinate, organize and supervise the work of staff effectively; to plan, manage and coordinate presentations, training events and conferences; to supervise the development of newsletters, publications and other promotional/educational materials that provide information to the public; and to use presentation software, databases, spreadsheets and word processing programs. Must have excellent communication skills in writing, public speaking and personal communication and competent research skills. Prefer advanced degree in planning, public administration, business administration, design, architecture, economics, or a related field. Experience in local or state level downtown revitalization and/or micro-or small business development; experience in providing complex technical assistance to diverse clients; experience in non-profit management; experience in community economic development. Must be willing to work overtime and travel with some frequency. Strong attention to detail while keeping the broad programmatic goals in view.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY MAY 2, 2007, 5:00 p.m., EST.

*For additional information contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer*